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**Chapter 04: Personnel Records**

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**General****A040101a Official Personnel Files**

**Description:** a. Foreign Service Administrative Folders. Official personnel actions and related administrative records of Foreign Service employees, excluding performance ratings and related records, documenting their service with the Department and any prior Federal service.

**Disposition:** Retire to National Personnel Records Center (NPRC), St. Louis, 1 year after separation of employee.

**DispAuthNo:** GRS 1, item 1

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**A040101b Official Personnel Files**

**Description:** b. Foreign Service Performance Folders. Performance ratings, commendations, training reports, Inspectors' reports, official reprimands, end use summary reports, etc., of Foreign Service employees.

**Disposition:** Retire to RSC 1 year after separation of employee. Destroy 15 years after separation.

**DispAuthNo:** NN-174-29

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**A040101c Official Personnel Files**

**Description:** c. Official Personnel Folders of Civil Service Employees. Consists of record copies of documents covering their entire Federal service as prescribed in the Federal Personnel Manual and related Departmental guidelines.

**Disposition:** Retire to NPRC, St. Louis, 30 days after separation. NPRC will destroy 75 years after birthdate of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least 5 years.

**DispAuthNo:** GRS 1, item 1

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**A040102 Service Record Cards, 1948 Present**

**Description:** Card files containing detailed record of each employee's service in the Department, including appointment, assignment and promotion history, pay changes, diplomatic titles, conversion, separation, etc. The cards cover both Civil and Foreign Service employees.

**Disposition:** Destroy in PER/MGT/RMR 3 years after separation or transfer of employee or when no longer needed for reference use, whichever is longer.

**DispAuthNo:** NC1-59-80-16

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**A040103 Official Personnel Folder - Policy and Precedent File**

**Description:** Includes files relating to content and use of Official Personnel Folders, including such matters as employee taxes, emergency visitation, travel, court appearances, legal opinions, proposed changes to FAM, retirement, etc.

**Disposition:** Retire inactive files to Personnel Policy Reference File (PER/MGT/RR).

**DispAuthNo:** NC-59-75-5, item 1a

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**A040104 Personnel Files Survey Records**

**Description:** Background and studies for the reorganization of the PER files including reports and recommendations, approved plans for implementing the files project, progress reports, disposal authorizations, etc.

**Disposition:** Retire inactive files to Personnel Policy Reference File (PER/MGT/RR).

**DispAuthNo:** NC-59-75-5, item 1b

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**A040105 Administrative Clearances for Separation (DS-8a)**

**Description:** Consists of original form prepared by administrative office in Department or at post at the time an employee separates from Foreign or Civil Service, indicating the return of security identification card, parking permit, dining room pass, library or files material charged to employee, etc. This item does not include form DS-8, which replaces DS-1055, Separation Statement.

**Disposition:** Destroy 6 months after separation of employee.

**DispAuthNo:** NC1-59-77-18, item 6

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**A040106 Foreign Service National (FSN) Claims**

**Description:** Claims by current or former FSN employees pertaining to personnel issues requesting compensation. Consists of a wide variety of copies of claim forms and a wide range of copies of personnel paperwork that may cover several decades. Contains copies of: correspondence, personnel forms, superior's reports of injury, request for change of classification or designation, unpaid compensation, etc. Also contains copies of official records, legislation enacted by Congress, legal documents supporting the relationship of claimant to the FSN, agency's investigation of claim, recommendations, and final decisions.

**Disposition:** Screen and retire 1 year after all claims in folder have been totally resolved on that individual. RSC to destroy after 7 years.

**DispAuthNo:** N1-59-88-30

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**Employment****A040201 Employment General Subject Files**

**Description:** Correspondence, reports and other reference material pertaining to the operation and administration of recruitment, examination and employment functions.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1- 59-80-5, item 1

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**A040202 Applicant Control Card (DS-905)**

**Description:** Card reference file containing information on status of applicant while being processed for employment.

**Disposition:** Destroy when no longer needed for reference purposes.

**DispAuthNo:** NN-173-128, item 1

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**A040203 Trip Files**

**Description:** Correspondence, reports and other documentation of recruitment trips, annual recruitment conferences, speaking engagements, etc.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-59-80-5, item 2

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**A040204 Applicant Files**

**Description:** Applications for employment and related forms and correspondence.

**Disposition:** Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier.

**DispAuthNo:** GRS 1, item 15

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**A040205 Dossiers - Successful Career (FSO) Candidates**

**Description:** Consists of correspondence, working papers, forms and other documentation developed in the course of pre-employment processing.

**Disposition:** Destroy 10 years after year in which appointment is made.

**DispAuthNo:** NC1-59-80-5, item 3

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**A040206 Dossiers - Unsuccessful Career (FSO) Candidates**

**Description:** Includes correspondence, working papers, applications, statements of reasons for wanting to join the Foreign Service, autobiographic data, and panel report.

**Disposition:** Destroy 10 years after year in which exam is given.

**DispAuthNo:** NC1-59-80-5, item 4

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**A040207 Reappointment Case Files**

**Description:** Consists of correspondence and other documentation concerning former Foreign Service Officers seeking reappointment as FSOs. Includes Qualification Evaluation Report.

**Disposition:** Destroy completed case when 10 years old.

**DispAuthNo:** NC1-59-80-5, item 5

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**A040208 Pre-employment Correspondence - Successful Applicants (Excluding those covered by Items 040205 and 040207)**

**Description:** Correspondence, forms, form letters, telegrams, etc., concerning applications for employment, security and medical clearances, job requirements, status of application, etc. Includes chronology sheets, interview reports, and Applicant Processing Form.

**Disposition:** Destroy 2 years after applicant has been appointed.

**DispAuthNo:** NN-173-168, item 1

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**A040209 Affirmative Action System**

**Description:** An on-line information system used to track the employment process of screened applicants to the Foreign Service for Affirmative Action purposes. Data includes personal information about the applicant.

**Disposition:** Destroy when active agency use ceases.

**DispAuthNo:** NC1-59-83-4, item 1

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**A040210 Foreign Service Nationals Master**

**Description:** An on-line information system containing information on each foreign national employed by the State Department and is used to make resource decisions for overseas posts. Data includes name, position identification, location, grade level, skill codes, and salary.

**Disposition:** Destroy when active agency use ceases.

**DispAuthNo:** NC1-59-83-4, item 22

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**Board of Examiners of the Foreign Service****A040301a FSO Examination Master File**

**Description:** a. One representative sample of exams to be taken every fifth year.

**Disposition:** Permanent. Retire to RSC every 5 years with related Reader's Reports (Item 040304). Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-80-20, item 1a

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**A040301b FSO Examination Master File**

**Description:** b. Exams remaining after sample is taken.

**Disposition:** Retire to RSC when 5 years old. Destroy when 25 years old.

**DispAuthNo:** NC1-59-80-20, item 1b

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**A040302 Master File of Agenda and Minutes of the Board of Examiners of the Foreign Service.**

**Description:**

**Disposition:** Permanent. Retire to RSC when 5 years old. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-80-20, item 2

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**A040303 Examination General Correspondence Files**

**Description:** Includes correspondence and memoranda relating to preparation and grading of written examination by a contract testing service; statistical analysis of results; comments on and criticisms of examinations; procedures and panels for oral examinations; lists of candidates designated for appointment; press releases or other publicity on examinations and any pertinent reports or studies.

**Disposition:** Permanent. Retire to RSC when 5 years old. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-80-20, item 3

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**A040304a Readers' Reports on Written Examinations**

**Description:** a. Master File of Reports.

**Disposition:** Permanent. Retire to RSC when 5 years old. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-80-20, item 4a

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**A040304b Readers' Reports on Written Examinations**

**Description:** b. All other material including registers of candidates names and statistical tabulations submitted by the contract testing service.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-59-80-20, item 4b

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**A040305 Summary and Oral Examination Rating Sheets**

**Description:**

**Disposition:** Destroy 5 years after date of examination.

**DispAuthNo:** NN-171-171, item 2

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**A040306 Candidate Card Record, 1960**

**Description:** Machine produced card records of candidates who have taken the written examination for appointment as a Foreign Service Officer. Shows date, type of examination taken and scores.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-83-6, item 1b

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**A040307a Application for Designation to Take Written Examination - Includes applications, biographic and other data submitted by candidate**

**Description:** a. Applicants ruled ineligible to take or who are designated to take the written examination but withdraw or fail to appear for examination.

**Disposition:** Destroy 6 months from date of examination.

**DispAuthNo:** II-NNA-400, items 9a & 9b

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**A040307b Application for Designation to Take Written Examination - Includes applications, biographic and other data submitted by candidate**

**Description:** b. Applicants who fail to pass written examination.

**Disposition:** Destroy 1 year after date of examination.

**DispAuthNo:** II-NNA-400, item 9c

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**A040308 Dossiers - Successful FSO Candidates**

**Description:** Dossiers of candidates who are certified for appointment and who accept appointment. Includes correspondence with applicant, report of oral assessment, other scores and information concerning prior experience.

**Disposition:** Retire to RSC 4 years after the year an employee is appointed. Transfer to WNRC when 5 years old. Destroy when 13 years old.

**DispAuthNo:** NC1-59-83-6, item 2

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**A040309 Dossiers - Unsuccessful or Withdrawn FSO Candidates**

**Description:** Dossiers of candidates who pass the written examination and who take the oral examination. Includes candidates who are terminated by FRP or who reach the Register and are not appointed. Dossiers contain correspondence with applicant, report of oral assessment and information pertaining to experience.

**Disposition:** Retire to RSC 5 years after date of written examination. Transfer to WNRC when 6 years old. Destroy when 10 years old.

**DispAuthNo:** NCI-59-83-6, item 3

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**A040310 Declaration Sheets**

**Description:** Includes name and address of candidate and serial number of examination.

**Disposition:** Destroy after candidates have been notified of grades and grades have been recorded on permanent record card.

**DispAuthNo:** II-NNA-400, item 14

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**A040311 Dossiers - Unsuccessful Applicants, Wriston Program**

**Description:** Dossiers of personnel who were occupying positions in the Department which were declared dual service. These employees were never integrated into the Foreign Service because of failure to pass physical or oral examinations, were under age, lacked service time or voluntarily declined integration.

**Disposition:** Destroy all folders of candidates who are 55 years old or older.

**DispAuthNo:** II-NN-3412, item 2

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**A040312 Lateral Entry General Subject File**

**Description:** Consists of correspondence, reports and other documentation pertaining to policy and procedural matters affecting the Lateral Entry Program.

**Disposition:** Retire policy documents to RSC when 5 years old for permanent retention. Destroy all non-policy material when 2 years old.

**DispAuthNo:** NN-171-171, item 4

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**A040313 Lateral Entry Case File**

**Description:** Consists of application, correspondence, Qualifications Evaluation Report, oral examination report and approved recommendations of Board.

**Disposition:** Retire to RSC after 2 years. Destroy 8 years thereafter.

**DispAuthNo:** NN-173-62, item 3

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**A040314 Dossiers - Successful Candidates for FSO Special Programs**

**Description:** Dossiers of candidates in special programs such as Affirmative Action who are certified for appointment, and who accept appointment. Includes correspondence with applicant, report of oral assessment and other scores, autobiography and information on prior experience.

**Disposition:** Retire to RSC 2 years after year in which employee is appointed. Transfer to WNRC when 5 years old. Destroy when 10 years old.

**DispAuthNo:** NC1-59-83-6, item 4

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**A040315 Dossiers - Unsuccessful Candidates for FSO Special Programs**

**Description:** Dossiers of candidates who apply for special programs but are not appointed. Includes correspondence with applicant and may include report of oral assessment and other scores.

**Disposition:** Retire to RSC when 2 years old. Transfer to WNRC when 5 years old. Destroy when 10 years old.

**DispAuthNo:** NC1-59-83-6, item 5

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**Personnel Statistics and Reports****A040401a General Subject File**

**Description:** a. Basic policy, plans and procedures regarding PER reports including PER input into ADP. Correspondence, proposals, memoranda and other papers relating to the automation of various personnel programs, including inter-office correspondence between PER and Payroll.

**Disposition:** Retire inactive files to Personnel Policy Central Reference File (PER/MGT/RR).

**DispAuthNo:** NC-59-75-7, item 11a

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**A040401b General Subject File**

**Description:** b. All other records.

**Disposition:** Destroy when 5 years old or sooner if no longer needed for current operations.

**DispAuthNo:** NC-59-75-7, item 11b

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**A040402 Personnel Audit Reports (PAR's)**

**Description:** ADP report sheets filed alphabetically by name of employee. Reviewed for corrections and ultimately entered into the automated system on magnetic tape.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NC-59-75-6, item 2

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**A040403 Table of ADP Codes**

**Description:** Monthly computer printout used in conjunction with the Office of Personnel Management for entering data in the automated system.

**Disposition:** Destroy when superseded.

**DispAuthNo:** NC-59-75-6, item 3

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**A040404a Personnel Actions Handbook**

**Description:** a. Master File set and history or background documents.

**Disposition:** Retire to Personnel Policy Central Reference File (PER/MGT/RR) when superseded.

**DispAuthNo:** NC-59-75-6, item 4a

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**A040404b Personnel Actions Handbook**

**Description:** b. Working papers and other related files.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NC-59-75-6, item 4b

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**A040405 OPM Input Actions (CPDF)**

**Description:** Monthly Office of Personnel Management Computer Printout of State Department Personnel Actions.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NC-59-75-6, item 5

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**A040406a Personnel Employment Reports**

**Description:** a. Summary of Employment

**Disposition:** Retire inactive reports to Personnel Policy Central Reference File.

**DispAuthNo:** NC-59-75-7, item 1

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**A040406b Personnel Employment Reports**

**Description:** b. Staffing Patterns, Monthly Action Reports, and Report of Federal Civilian Employment (SF-113 a).

**Disposition:** Destroy after 2 years.

**DispAuthNo:** GRS 1, item 16

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**A040407 General Personnel Statistical Studies**

**Description:** Includes Geographic Surveys, Grade Breakdown by Organization, FSO Positions by Function, Foreign Service Accessions, Men and Women Count by Grade, Excepted Positions, Labor Department Reports and Foreign Service Separations.

**Disposition:** Destroy when 20 years old or sooner if no longer needed for reference.

**DispAuthNo:** NC-59-75-7, item 2

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**A040408 Personnel on Detail to other Agencies - Yearly Analytical Report**

**Description:**

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NC-59-75-7, item 3

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**A040409 Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A040410 Language Training Statistical Reports****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** NC-59-75-7, item 5

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**A040411 Semi-annual Report of Consultants on the Rolls of the Department****Description:** Master List of Consultants.**Disposition:** Retain in PER. Destroy when 20 years old or sooner if no longer needed for reference use.**DispAuthNo:** NC-59-75-7, item 6

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**A040412 Periodic Statistical Reports****Description:** Required to implement policy changes, including the hiring of consultants, termination of Foreign Service Reserve Officers, Service Computation Date Listings for FSR'S, etc.**Disposition:** Destroy when 1 year old.**DispAuthNo:** NC-59-75-7, item 7

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**A040413 Weekly Report of Personnel Actions, DS-1666 (Front Pages)****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** NC-59-75-7, item 8

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**A040414a Personnel Management System - Table-Driven On-Line Foundation Software (TOFS).** This on-line information system provides comprehensive employment and payroll data for each Department employee.

**Description:** a. Magnetic tape copies reflecting December personnel data for each calendar year, beginning December 1971.

**Disposition:** Permanent. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARA.

**DispAuthNo:** NC1-59-83-4, item 25a

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**A040414b Personnel Management System - Table-Driven On-Line Foundation Software (TOFS).** This on-line information system provides comprehensive employment and payroll data for each Department employee.

**Description:** b. All other magnetic tape copies.

**Disposition:** Destroy when active agency use ceases.

**DispAuthNo:** NC1-59-83-4, item 25b

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**A040415 Monthly Federal Employment Statistics Bulletins issued by the Office of Personnel Management**

**Description:**

**Disposition:** Destroy when no longer needed for reference.

**DispAuthNo:** NR

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**A040416 Personnel From Side (PERFS)**

**Description:** An automated system used to prepare the SF-52, Request for Personnel Action, electronically route the form for all required approvals, and automatically update the central personnel and payroll database.

**Disposition:** Data is maintained on-line until a completed SF-52 is issued. Data on completed transactions is archived monthly. Tapes may be destroyed after 10 years, or when active agency use ceases.

**DispAuthNo:** N1-59-88-16

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**Director General of the Foreign Service****A040501 Director General Messages**

**Description:** Communications between the Director General of the Foreign Service and the Principal Officer of a Foreign Service post on sensitive personnel matters (captioned DIRGEN CHANNEL), and communications dealing with agreement requests for American Ambassadors and Ministers as well as matters relating to the appointment, resignation, or transfer of an American Chief of Mission or Charge d'Affairs (captioned AGREEMENT CHANNEL).

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-59-79-9

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**Awards and Incentives**

**A040701a Incentive Awards General Subject File - Consists of correspondence, reports, memoranda, staff studies and other documentation of the establishment and administration of awards**

**Description:** a. Material documenting the establishment of specific awards.

**Disposition:** Retire inactive files to Central Personnel Reference File in Personnel Policy and Planning Division.

**DispAuthNo:** NC-59-75-8, item 1a

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**A040701b Incentive Awards General Subject File**

**Description:** b. All other material

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC-59-75-8, item 1b

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**A040702 Programs from Honor Awards Ceremonies**

**Description:**

**Disposition:** Retain in agency until of no further reference use, then destroy.

**DispAuthNo:** NC-59-75-8, item 2

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**A040703 Employee Suggestion Files**

**Description:** Form DS-1075A and related office and post correspondence submitted under the Department's beneficial suggestions programs.

**Disposition:** Retain for 2 years after close of case, then destroy.

**DispAuthNo:** NC-59-75-8, item 3

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**A040704 Cash Award Vouchers**

**Description:** Initiating office copy of vouchers for funds paid out to employees in the form of cash awards.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NC-59-75-8, item 4

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**A040705 Employee Blood Donor Record Card File**

**Description:** For emergency use in cases where blood is needed by an employee of the Department or a member of an employee's family.

**Disposition:** Destroy when 50 years old.

**DispAuthNo:** NC-59-75-8, item 5

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**A040706 Combined Federal Campaign Records**

**Description:** Including lists of quotas, pink copy of Keyman's report by office and other related documents.

**Disposition:** Destroy after GAO audit or when 3 years old, whichever is sooner.

**DispAuthNo:** GRS 2, item 15

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**A040707 U.S. Savings Bond Drive Records**

**Description:** Including all correspondence regarding participation, quotas, distribution, organization and publicity.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NC-59-75-8, item 7

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**A040708 Blood Donor Program Records**

**Description:** Including correspondence covering emergency needs, "Gallon Club" member list, Blood Drive correspondence, and printing specifications and requisitions for Blood Donor Certificates.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC-59-75-8, item 8

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**Position and Pay Management****A040801 Official Position Descriptions**

**Description:** Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.

**Disposition:** Destroy 2 years after position is abolished or description superseded

**DispAuthNo:** GRS 1, item 7b

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**A040802 Staffing Patterns**

**Description:** Copies of staffing patterns for Departmental units and Foreign Service posts.

**Disposition:** Destroy when superseded.

**DispAuthNo:** NN-166-54, item 1

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**A040803 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A040804a Classification General Subject and Organizational Files - Correspondence, memoranda, reports, circulars, studies, audits and other papers on classification cases, reorganizations, Schedule C positions, Supergrades, Chief of Mission and other matters**

**Description:** a. Records on significant classification policies, procedures, studies, reports and surveys.

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**A040804b Classification General Subject and Organizational Files - Correspondence, memoranda, reports, circulars, studies, audits and other papers on classification cases, reorganizations, Schedule C positions, Supergrades, Chief of Mission and other matters**

**Description:** b. Background material including copies of communications, memorandums, work sheets, questionnaires and other material collected or created in preparing various classification reports, studies and surveys.

**Disposition:** Destroy 1 year after completion of related survey or study, except for precedent or bench mark cases which are to be destroyed when of no further reference value.

**DispAuthNo:** NN-173-138, item 1b

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**A040804c Classification General Subject and Organizational Files - Correspondence, memoranda, reports, circulars, studies, audits and other papers on classification cases, reorganizations, Schedule C positions, Supergrades, Chief of Mission and other matters**

**Description:** c. Case files on certain types of positions such as Schedule C, Supergrade, Chief of Mission, etc.

**Disposition:** Destroy when superseded or when case ceases to have value as a precedent.

**DispAuthNo:** NN-173-138, item 1c

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**A040805a Position Designation File - Correspondence, memorandums, reports, requests for changes and other papers on designation of positions as Civil Service or Foreign Service. Arranged by organizational unit and occupational group**

**Description:** a. Copies of completed studies and significant policies, procedures and organizational papers.

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**A040805b Position Designation File - Correspondence, memorandums, reports, requests for changes and other papers on designation of positions as Civil Service or Foreign Service. Arranged by organizational unit and occupational group**

**Description:** b. All papers other than those described in "a" above.

**Disposition:** Destroy when superseded or obsolete.

**DispAuthNo:** NN-166-54, item 5

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**A040806 Position Control System**

**Description:** Position Control Master - This on-line information system contains data on each American personnel position in the State Department on a worldwide basis.

**Disposition:** Destroy when active agency use ceases.

**DispAuthNo:** NC1-59-83-4, item 21

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**Performance Evaluation****A040901 Performance Evaluation General Subject Files - Arranged by subject**

**Description:** Reports, memorandums, telegrams, correspondence, issuances, minutes of meetings, agendas for meetings, and other policy documentation documenting significant policy, procedural and organizational matters relating to the development and administration of the Department of State program for performance evaluation, promotion and separation of Foreign Service Officers, and other Foreign Service employees.

**Disposition:** Permanent. Retain in Performance Evaluation Division for 7 years. Transfer to RSC with related Panel records for retirement to WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-15, item 1

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**A040902 Selection Board Promotion Panel Records - Arranged by Board or Panel and thereunder by type of records**

**Description:** Precepts, minutes of meetings, comments and recommendations, findings, rankings, promotion lists, class lists, membership lists, and other records of Boards and Panels.

**Disposition:** Permanent. Retain in Performance Evaluation Division for 7 years. Retire to RSC in one year blocks for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

**DispAuthNo:** N1-59-93-15, item 2

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**A040903 Performance Evaluation Case Files**

**Description:** Correspondence with Foreign Service employees regarding the submission of performance ratings or supplemental data for inclusion in their Performance Folders, inquiries or comments concerning the content of ratings, and other performance evaluation matters, excluding any rebuttals that are filed only in the employee's Official Performance Folder.

**Disposition:** Destroy 5 years after separation of employee from the Foreign Service.

**DispAuthNo:** NC1-59-77-18, item 5

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**A040904 Selection Board Administrative Correspondence File**

**Description:** Consists of correspondence regarding the selection of Board members, administrative arrangements, etc.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-173-131, item 4

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**A040905 FSO/R/RU/FSSO Cumulative Data Score Cards****Description:**

**Disposition:** Retire to RSC 5 years after separation of employee, destroy 15 years thereafter.

**DispAuthNo:** NN-173-131, item 6

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**A040906 FSO/R/RU/FSSO Receipt Cards**

**Description:** Cards recording receipt of evaluation reports.

**Disposition:** Destroy 3 years after separation of employee.

**DispAuthNo:** NN-173-131, item 6

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**A040907a Threshold Review Files**

**Description:** a. Files on Threshold candidates who are promoted to Class 5. Consists of threshold review panel statements, personnel audit reports (PAR's) and related records on Class 6 officers considered for promotion by the Threshold Review Board. The 1973 files also contain administrative documents, such as copies of BEX letters transmitting interview statements, acknowledgements of receipt thereof, copies of letters concerning the Board's findings, career counseling statements of cone preferences, etc. Some of these papers will no longer accumulate and the remainder will henceforth be maintained by BEX.

**Disposition:** Destroy upon promotion.

**DispAuthNo:** NC-59-75-10, item 1a

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**A040907b Threshold Review Files**

**Description:** b. Files on Threshold candidates who fail to be promoted. Consists of threshold review panel statements, personnel audit reports (PAR's) and related records on Class 6 officers considered for promotion by the Threshold Review Board. The 1973 files also contain administrative documents, such as copies of BEX letters transmitting interview statements, acknowledgements of receipt thereof, copies of letters concerning the Board's findings, career counseling statements of cone preferences, etc. Some of these papers will no longer accumulate and the remainder will henceforth be maintained by BEX.

**Disposition:** Destroy 1 year after candidate is separated from service for time in class.

**DispAuthNo:** NC-59-75-10, item 2

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**A040908 Administrative Records - Threshold**

**Description:** Threshold interviews conducted by BEX.

**Disposition:** Destroy 1 year following interview.

**DispAuthNo:** NC-59-75-10, item 2

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**Personnel Policy and Planning****A041001 Personnel Policy Historical File**

**Description:** Originals and copies of memoranda, letters, reports, studies, surveys, orders, circulars, bills, acts, hearings, committee documents, other papers on policies, plans, organization, program procedures, systems and other matters relating to personnel administration of the Department and the Foreign Service.

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**A041002 Card Index to Central Reference File**

**Description:**

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**A041003a Task Force and Committee Records on the Herter Report - Copies of recommendations, progress reports and other papers of the task force Steering Committee and Executive Committee**

**Description:** a. Master Copy.

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**A041003b Task Force and Committee Records on the Herter Report - Copies of recommendations, progress reports and other papers of the task force Steering Committee and Executive Committee**

**Description:** b. Extra copies of papers, galley proofs and reproduction materials.

**Disposition:** Destroy when no longer needed for reproduction or distribution purposes.

**DispAuthNo:** NR

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**A041004a Committee Records on the Wriston Report - Background information, copies of correspondence, study group reports and other related papers.**

**Description:** a. Master Copy.

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**Chapter 04: Personnel Records**

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**A041004b Committee Records on the Wriston Report - Background information, copies of correspondence, study group reports and other related papers**

**Description:** b. Extra copies of papers, galley proofs and reproduction materials.

**Disposition:** Destroy when no longer needed for reproduction or distribution purposes.

**DispAuthNo:** NR

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**A041005a Project Reports on Personnel Policy and Planning**

**Description:** a. Master Set.

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**A041005b Project Reports on Personnel Policy and Planning**

**Description:** b. All other copies.

**Disposition:** Destroy when no longer needed for reproduction or distribution purposes.

**DispAuthNo:** NR

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**A041006 Project Working Papers**

**Description:** Questionnaires, copies of memoranda, reports and other papers. Includes printed and processed materials, notes, and drafts collected or created in connection with each planning or policy project.

**Disposition:** Destroy when project is completed.

**DispAuthNo:** NR

---

**A041007a Legislative Files - General subject file on personnel legislation consisting of draft bills and related memoranda, correspondence and supporting briefing data**

**Description:** a. One copy of each draft justification, cost estimate and briefing data.

**Disposition:** Permanent.

**DispAuthNo:** RRP-NN-464-7

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**A041007b Legislative Files - General subject file on personnel legislation consisting of draft bills and related memoranda, correspondence and supporting briefing data**

**Description:** b. All other papers.

**Disposition:** Destroy when superseded or obsolete.

**DispAuthNo:** NR

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**Chapter 04: Personnel Records**

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**A041008a(1) FSRU Conversion Applicant File**

**Description:** Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant.

a. Approved candidates.

(1) Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-79-8, item 1a

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**A041008a(2) FSRU Conversion Applicant File**

**Description:** Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant.

a. Approved candidates.

(2) Microfilm records.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1-59-79-8, item 1a

---

**A041008b FSRU Conversion Applicant File**

**Description:** Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant.

b. Candidates who withdraw or separate prior to conversion or denial.

**Disposition:** Destroy 1 year after withdrawal, separation or denial.

**DispAuthNo:** NC1-59-79-8, item 1b

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**Chapter 04: Personnel Records**

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**A041008c FSRU Conversion Applicant File**

**Description:** Contains application for conversion, worksheets, medical clearance and other documentation pertaining to conversion; where conversion is approved, a copy of the letter of offer; where conversion is disapproved, the recommendations for disapproval and a copy of the letter of denial sent to the applicant.

c. Candidates whose conversion is disapproved.

**Disposition:** Destroy 1 year after separation of employee.

**DispAuthNo:** NC1-59-79-8, item 1c

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**A041009 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A041010a FSRU Program Files - Documentation defining the FSR/FAS Program and its establishment, related reports, correspondence and memoranda; and related precedent cases**

**Description:** a. Policy and precedent files.

**Disposition:** Permanent. Offer to National Archives when 30 years old.

**DispAuthNo:** NC1-59-79-8, item 2a

---

**A041010b FSRU Program Files - Documentation defining the FSR/FAS Program and its establishment, reported reports, correspondence and memoranda; and precedent cases**

**Description:** b. All other records.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1-59-79-8, item 2b

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**Chapter 04: Personnel Records**

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**Career Counseling and Assignments****A041101a General Subject Files**

**Description:** a. Policy and procedural files documenting program management and policymaking pertaining to the Department's career counseling and assignments functions.

**Disposition:** Permanent. Retire inactive files to Policy and Planning Division.

**DispAuthNo:** NN-172-202, item 1a

---

**A041101b General Subject Files**

**Description:** b. Administrative and operational correspondence files pertaining to the Department's career counseling and assignments functions.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-172-202, item 1b

---

**A041101c General Subject Files**

**Description:** c. Departmental circulars, printed and processed reference material, and other information or working papers relating to internal administration or program subjects.

**Disposition:** Destroy when no longer needed for current operations.

**DispAuthNo:** NN-172-202, item 1c

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**A041102 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A041103 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**Chapter 04: Personnel Records**

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**A041110a Career Development Case Files on Foreign Service Officers and Staff Employees - Foreign Service Counseling and Assignments**

**Description:** a. Records of long-term value on right side of folder, including material relating to educational background and biographic data prior to assignment as FSO, lateral entry, or conversion to FSSO status; substantive correspondence and memoranda relating to assignment and career development, to transfer between functional cones, and language or other specialized training; assignment projection and summary placement sheets; current officer profiles, Personnel Audit Report and/or Personnel Abstract (DS 1711); memoranda of counseling interviews; copies of FS Inspectors' Efficiency Reports (DS 917); copies of significant commendations or reprimands; minor grievances prior to submission of written statements under 3 FAM 600; copies of low ranking or selection-out letters; and requests to review CDC or performance folders.

**Disposition:** Destroy 3 years after employee is separated from the Foreign Service.

**DispAuthNo:** NN-172-202, item 4a

---

**A041110b Career Development Case Files on Foreign Service Officers and Staff Employees - Foreign Service Counseling and Assignments**

**Description:** b. Records of short-term value on left side of folder, including material relating to assignment, home leave, consultation, replacement, transfer, training, change in tour of duty, medical clearance, marriage to an alien, etc; Assignment Worksheet; training applications and reports; and similar records.

**Disposition:** Destroy when 3 years old or upon transfer of folders to new counseling office or inactive file, whichever is sooner.

**DispAuthNo:** NN-172-202, item 4b

---

**A041111 Staffing Patterns - Foreign Service Counseling and Assignments**

**Description:** Monthly tabulations of Foreign Service and domestic employees arranged alphabetically by name of FS employee, by post within geographic regions; and domestic employees arranged by staff office or bureau.

**Disposition:** Destroy on receipt of next month's copy.

**DispAuthNo:** NN-172-202, item 5

---

**A041112a Front Pages (DS-1666) showing FS assignments made by Panel B (Career FSO's) and Panel C (Staff employees) - Foreign Service Counseling and Assignments**

**Description:** a. Master set maintained by Office of Deputy Director.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-172-202, item 6a

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**Chapter 04: Personnel Records**

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**A041112b Front Pages (DS-1666) showing FS assignments made by Panel B (Career FSO's) and Panel C (Staff employees) - Foreign Service Counseling and Assignments**

**Description:** b. Copies maintained by other offices.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-172-202, item 6b

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**A041113a Panel Books - Shows assignments and separation data of FS Officers and Staff employees - Foreign Service Counseling and Assignments**

**Description:** a. Master Books maintained by Panel B and Panel C Secretaries.

**Disposition:** Destroy page when retyped to include new entries.

**DispAuthNo:** NN-172-202, item 7a

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**A041113b Panel Books - Shows assignments and separation data of FS Officers and Staff employees - Foreign Service Counseling and Assignments**

**Description:** b. All other copies.

**Disposition:** Destroy when no longer needed for operating purposes.

**DispAuthNo:** NN-172-202, item 7b

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**A041114 Quarterly Assignment Workbooks - Foreign Service Counseling and Assignments**

**Description:** Prepared for use by Panels B and C in making assignments to FS Officers and Staff employees and consisting of quarterly books with related Assignment Worksheets and narrative statements.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-172-202, item 8

---

**A041115a Personnel Abstracts (DS-1711) - Maintained in Cardex Files on FS Officers, Staff employees, Departmental secretaries, and division employees - Foreign Service Counseling and Assignments**

**Description:** a. Cards on active employees.

**Disposition:** Destroy when updated card received.

**DispAuthNo:** NN-172-202, item 10a

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**Chapter 04: Personnel Records**

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**A041115b Personnel Abstracts (DS-1711) - Maintained in Cardex Files on FS Officers, Staff employees, Departmental secretaries, and division employees - Foreign Service Counseling and Assignments**

**Description:** b. Cards on reassigned employees.

**Disposition:** Transfer card to inheriting office.

**DispAuthNo:** NN-172-202, item 10b

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**A041115c Personnel Abstracts (DS-1711) - Maintained in Cardex Files on FS Officers, Staff employees, Departmental secretaries, and division employees - Foreign Service Counseling and Assignments**

**Description:** c. Cards on separated employees.

**Disposition:** Destroy 3 years after separation.

**DispAuthNo:** NN-172-202, item 10c

---

**A041116 Career Assignments Program Sheets (CAP's) - Foreign Service Counseling and Assignments**

**Description:** Master Files. Prepared on Foreign Service Officers for use by Panel and FS inspectors, providing resume of current position, function, projection of assignments, any limitation on assignments, and pertinent information on employee's ability and qualifications.

Note: See item 041110 for copies filed in CDC Folder.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-172-202, item 11

---

**A041117a Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers - Foreign Service Counseling and Assignments**

**Description:** a. Memoranda recommending senior officer assignments and bearing approval of Director General.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-172-202, item 12a

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**A041117b Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers - Foreign Service Counseling and Assignments**

**Description:** b. SAB assignment approval concerning key positions at posts or within the Department.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-172-202, item 12b

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**Chapter 04: Personnel Records**

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**A041117c Senior Assignments Board (SAB) records relating to Class 1 and 2 Foreign Service Career Officers - Foreign Service Counseling and Assignments**

**Description:** c Memoranda approving change in assignments or tour of duty.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-172-202, item 12

---

**A041118a Interagency Liaison Files - Foreign Service Counseling and Assignments**

**Description:** a. Correspondence with agencies concerning available positions and assignments of FSO's and agreements concerning such assignments.

**Disposition:** Destroy 3 years after agreement is terminated

**DispAuthNo:** NN-172-202, item 13a

---

**A041118b Interagency Liaison Files - Foreign Service Counseling and Assignments**

**Description:** b. Memorandum re assignment of FSO's to functional bureaus of Department.

**Disposition:** Destroy when 3 years old,

**DispAuthNo:** NN-172-202, item 13b

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**A041118c Interagency Liaison Files - Foreign Service Counseling and Assignments**

**Description:** c. Profiles on officers considered for above assignments.

**Disposition:** Destroy 1 year after assignment.

**DispAuthNo:** NN-172-202, item 13c

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**A041118d(1) Interagency Liaison Files - Foreign Service Counseling and Assignments**

**Description:** d. General Subject Files relating to functions and administration of office.

(1) Policy and procedural records.

**Disposition:** Permanent. Retire inactive records to Policy and Planning Division.

**DispAuthNo:** NN-172-202, item 13d(1)

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**A041118d(2) Interagency Liaison Files - Foreign Service Counseling and Assignments**

**Description:** d. General Subject Files relating to functions and administration of office.

(2) Routine administrative records.

**Disposition:** Destroy when no longer needed in current operations.

**DispAuthNo:** NN-172-202, item 13d(2)

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**Chapter 04: Personnel Records**

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**A041118e Interagency Liaison Files - Foreign Service Counseling and Assignments**

**Description:** e. Correspondence with separated FSO's regarding transfer to other Federal agencies.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-172-202, item 13e

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**A041119a Official Technician's File - Foreign Service Counseling and Assignments**

**Description:** a. Long-term value documents maintained on right side of folder, consisting of Travel Messages (FS-471, 471a) or telegrams used in lieu of TM's; Assignment Work Sheet (DS-1665); Request for Personnel Action (DS-1031) and Notification of Personnel Action (DS-1032 or SF-50); Personnel Action and Authorization of Official Travel (DS-1638); Payroll Change Slip (SF-50, SF-52); Residence and Dependency Report (JF-20 or OF-126); FS Pay Change Record; Personnel History and Assignment Notice (DS-959) with narrative attachment; Leave, Travel and Consultation Status (DS-1707); Certification of Justification for use of Foreign Flag Airline; and related records.

**Disposition:** Destroy 2 years following the completion of a Foreign Service employee's assignment and transfer to a new assignment, or after employee's separation from service.

**DispAuthNo:** NN-173-105, item 1a

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**A041119b Official Technician's File - Foreign Service Counseling and Assignments**

**Description:** b. Short-term value material maintained on left side of folder, consisting of routine communications (telegrams, memoranda and official informal letters) relating to personnel matters such as assignments, transfer, tour of duty, arrival or departure information, home leave, training, consultation, etc. (record copies); transmittals without significant comments; information requested or supplied prior to confirmation in personnel actions and/or travel orders, and other ephemeral messages and working papers.

**Disposition:** Destroy when file is transferred to or from the gaining technician in PER or a Departmental Administrative Office.

**DispAuthNo:** NN-173-105, item 1b

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**A041120 Personnel Card (DS-986) - Foreign Service Counseling and Assignments**

**Description:** Record of each FS employee's travel to assigned post, tour of duty and home leave eligibility date, round trip and departure data, family status, personnel and panel actions.

**Disposition:** Destroy upon departure of employee from post.

**DispAuthNo:** NN-172-202, item 15

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**Chapter 04: Personnel Records**

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**A041121 Interview Cards - Foreign Service Counseling and Assignments**

**Description:** A record of interview with FS employee when reporting to Department on consultation prior to home leave, showing date of departure from U.S. and arrival at new post, and address and phone number while on home leave.

**Disposition:** Destroy after employee returns to post.

**DispAuthNo:** NN-172-202, item 16

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**A041122 Post Correspondence Files - Foreign Service Counseling and Assignments**

**Description:** Consists of routine communications with posts on administrative matters or those affecting more than a single FS employee at post.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-172-202, item 17

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**A041123 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A041124a(1) Training Files relating to development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID - Foreign Service Counseling and Assignments**

**Description:** a. General Subject Files.

(1) Policy and procedural files.

**Disposition:** Permanent. Retire inactive files to Policy and Planning Division.

**DispAuthNo:** NN-172-202, item 19a(1)

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**A041124a(2) Training Files relating to development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID - Foreign Service Counseling and Assignments**

**Description:** a. General Subject Files.

(2) Records concerned with administration and operation of training functions; including correspondence with FSO's re proposed training and correspondence with training organizations concerning selections, available slots, etc.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-172-202, item 19a(2)

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**Chapter 04: Personnel Records**

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**A041124b Training Files relating to development and evaluation of training policies and programs, coordination of training plans with FSI, USIA, and AID - Foreign Service Counseling and Assignments**

**Description:** b. Budget Estimate Files, including correspondence, reports, statistical data, worksheets, etc., concerning budgeting for FSO training and including coordination with FSI, USIA, and AID.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-172-202, item 19b

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**A041124c Training Files relating to development and evaluation of training policies and programs, coordination of training plans with FSI, USIS, and AID - Foreign Service Counseling and Assignments**

**Description:** c. Officer Training Application and Preference Report.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-172-202, item 19c

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**A041125a Foreign Service Mustang Program Files - Applicant files for upward promotion in the Foreign Service through the Mustang Program - Foreign Service Counseling and Assignments**

**Description:** a. Files of successful applicants who have been assigned under the program.

**Disposition:** Forward applicant's papers to CDC File (see Item 041110).

**DispAuthNo:** NC-59-75-9, item 1a

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**A041125b Foreign Service Mustang Program Files - Applicant files for upward promotion in the Foreign Service through the Mustang Program - Foreign Service Counseling and Assignments**

**Description:** b. Files of successful applicants who have not been assigned.

**Disposition:** Destroy 5 years after date of exam.

**DispAuthNo:** NC-59-75-9, item 1b

---

**A041125c Foreign Service Mustang Program Files - Applicant files for upward promotion in the Foreign Service through the Mustang Program - Foreign Service Counseling and Assignments**

**Description:** c. Files of unsuccessful applicants.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC-59-75-9, item 1c

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**Chapter 04: Personnel Records**

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**A041126a Foreign Service Grievance Files - Foreign Service Counseling and Assignments**

**Description:** a. Subject files consisting of correspondence, memoranda, reports, regulatory and procedural material, legislative and workshop records, and any other documents of a policy or precedent nature concerning the submission, handling, or resolution of grievance cases.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old.

**DispAuthNo:** NC1-59-77-18, item 4a

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**A041126b Foreign Service Grievance Files - Foreign Service Counseling and Assignments**

**Description:** b. Case Files consisting of all papers accumulated in connection with any informal grievance filed under the provisions of 3 FAM 664.4, including the grievant's original letter, or referral memorandum with attachments from the Foreign Service Grievance Board, acknowledgement of grievant's letter, further correspondence, memorandum of findings by the Grievance Staff, and reply to grievant; and cases not falling within purview of 3 FAM 664.4 involving administrative review of the grievance of a separated employee, informal name file, consisting of correspondence indicating potential grievances that may be filed; and formal name file, consisting of a letter from a grievant or memorandum from the Foreign Service Grievance Board indicating that the grievant intends to file a formal grievance, with material pertinent to the Board's action, its remedial order, and any correspondence indicating compliance.  
EXCLUDES THE RECORDS OF THE FOREIGN SERVICE GRIEVANCE BOARD.

**Disposition:** Destroy 10 years after case is closed.

**DispAuthNo:** NC1-59-77-18, item 4b

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**A041127 Automated Personnel Transaction System (APTS) - Foreign Service Counseling and Assignments**

**Description:** An automated system used to manage the Foreign Service personnel assignment system. Includes all data pertaining to the assignment bid and panel process, and telegrams, correspondence, and forms issued for employee transfer, travel, or training. Once a year, or sooner if necessary, selected data is archived on magnetic tape. All personnel transactions are also entered into the main personnel database, the Table-Driven On-Line Foundation Software (TOFS).

**Disposition:** Destroy when information is obsolete or no longer needed.

**DispAuthNo:** N1-59-88-15

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**Chapter 04: Personnel Records**

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**A041128a Suitability Files on Foreign Service Employees - Foreign Service Counseling and Assignments**

**Description:** a. Subject files consisting of correspondence, memoranda, reports, and any other documentation of a policy or precedent nature concerning misconduct by Foreign Service employees and appropriate types of disciplinary action.

**Disposition:** Permanent. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-77-18, item 3a

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**A041128b Suitability Files on Foreign Service Employees - Foreign Service Counseling and Assignments**

**Description:** b. Case files consisting of sensitive communications with Foreign Service employees and/or their supervisors concerning allegations of misconduct, marital or nonsupport problems, personal indebtedness, black market operations, narcotics traffic, visa fraud, or bribery; informal hearings regarding alleged misconduct; and sensitive or other privileged information about an employee exchanged between top officials of the Department and principal officers overseas.

**Disposition:** Retire to RSC 2 years after separation of employee from the Foreign Service, and destroy 15 years after separation date.

**DispAuthNo:** NC1-59-86-8, item 1

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**A041128c Suitability Files on Foreign Service Employees - Foreign Service Counseling and Assignments**

**Description:** c. Case files consisting of sensitive communications with Foreign Service employees, their supervisors and the Diplomatic Security Service concerning repeated security violations.

**Disposition:** Destroy 2 years after separation of employees from the Foreign Service.

**DispAuthNo:** N1-59-86-8, item 2

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**A041129 Foreign Service Grievance Board Records - Foreign Service Counseling and Assignments**

**Description:** Case files involving appeals by employees of State, AID, USIA, Commerce and Agriculture when management decisions on personnel policy or procedures reached after an agency review in the grievance process did not result in agreement. Includes charges, i.e. grievant's original letter, responses, i.e. acknowledge of grievant's letter, and other related correspondence, i.e. exhibits substantiating charges, memos notifying of hearing dates, etc., hearing briefs, Board or, if litigation pursued, court transcript of proceedings, etc.

**Disposition:** Destroy 25 years after case is closed.

**DispAuthNo:** N1-59-86-1

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**Chapter 04: Personnel Records**

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**A041130 Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A041131 Conference Staffing Records - Civil Service Counseling and Assignments****Description:** Includes delegation lists, staff studies, security clearances, and miscellaneous administrative material concerning staffing for international conferences and meetings.**Disposition:** Destroy 3 years after end of conference.**DispAuthNo:** NN-172-202, item 20

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**A041132 Personal Services Case Files - Civil Service Counseling and Assignments****Description:** Includes application for employment, security clearance data, Appointment Affidavits, and general correspondence with contract employees.**Disposition:** Retire to NPRC, St. Louis, 5 years after termination of contract.**DispAuthNo:** NN-172-202, item 21

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**A041133 Suitability Case Files on Civil Service Employees - Civil Service Counseling and Assignments****Description:** Case files and related records created in reviewing adverse action against an employee.**Disposition:** Destroy 4 years after the case is closed.**DispAuthNo:** GRS 1, item 30b

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**A041134 Request for Personnel Action (SF-52) - Civil Service Counseling and Assignments****Description:** Chronological File copy.**Disposition:** Destroy when 1 year old.**DispAuthNo:** NN-172-202, item 23

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**A041135 Personnel Abstract (DS-1711) - Civil Service Counseling and Assignments****Description:****Disposition:** Destroy 2 years after separation of employee.**DispAuthNo:** NN-172-202, item 24

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**Chapter 04: Personnel Records**

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**A041136 Promotion Panel Records - Civil Service Counseling and Assignments**

**Description:** Includes Promotion Program Placement Certificate (DS-1297).

**Disposition:** Destroy 2 years after the personnel action.

**DispAuthNo:** GRS 1, item 32

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**A041137a Grievance Files on Civil Service Employees - Civil Service Counseling and Assignments**

**Description:** a. Subject files consisting of policy and precedent material, including correspondence, memoranda, reports and copies of pertinent documents in precedent cases.

**Disposition:** Permanent. Transfer to the National Archives when 30 years old.

**DispAuthNo:** NC1-59-77-18, item 2a

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**A041137b Grievance Files on Civil Service Employees - Civil Service Counseling and Assignments**

**Description:** b. Case files consisting of correspondence with grievant and/or his representative; legal depositions; hearing transcripts; and documents of a derogatory nature removed from employee's official Personnel Folder; and all other papers relating to the employee's grievance.

**Disposition:** Destroy 4 years after the case is closed.

**DispAuthNo:** GRS 1, item 30a

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**A041138 Civil Service Mustang Program Files - Civil Service Counseling and Assignments**

**Description:** Applicant files for a program selecting talented junior employees for Civil Service careers. Name files contain application form (DS 1720); FSEE test scores; an essay on an assigned topic; a letter explaining the results of the oral examination; and the scoresheets. Also contain correspondence on assignments and six week progress reports.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC-59-75-9, item 3

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**Chapter 04: Personnel Records**

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**A041139 Merit Promotion Announcement Files - Civil Service Counseling and Assignments**

**Description:** Contain DS-1740, Panel Evaluation Report; DS-1738, Application for Vacancy; Memo or letter from office requesting Merit Promotion Certificate; DS-1737, Job Opportunity Announcement; DS-1739, Experience and Qualifications Statement for Top Ranking Candidates; DS-1297, Merit Promotion and Placement Certificate; Position Description; and other pertinent correspondence and documentation.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NC1-59-80-15

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**A041140a Merit Promotion Applicant Files - Civil Service Counseling and Assignments**

**Description:** a. Departmental Applicant Files. Contain DS-1738 applications; DS-1739, Experience and Qualifications Statements.

**Disposition:** Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.

**DispAuthNo:** GRS 1, item 32

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**A041140b Merit Promotion Applicant Files - Civil Service Counseling and Assignments**

**Description:** b. Outside Agency Applicant Files. Contain applications and Performance Evaluation Reports.

**Disposition:** Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.

**DispAuthNo:** GRS 1, item 32

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**A041141 Civil Service Upward Mobility Program Files - Civil Service Counseling and Assignments**

**Description:** Applicant files for the Upward Mobility Program. Files contain applications (SF-171); Supervisor Appraisal of Employee Potential (DS-1782); Supplemental application; Performance Evaluation and Rating; vacancy announcement, panel evaluation sheet; and other pertinent correspondence.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-59-84-2

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**Chapter 04: Personnel Records**

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**Board of the Foreign Service****A041201a Board of the Foreign Service Administrative Files - Personnel, budget, Privacy Act requests and other administrative records**

**Description:** a. Routine papers including reference copies of information memorandums, meeting, notices, requisitions, etc.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-77-3, item 1a

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**A041201b Board of the Foreign Service Administrative Files - Personnel, budget, Privacy Act requests and other administrative records**

**Description:** b. All other records, including budget files, Privacy Act requests.

**Disposition:** Retire to RSC when 3 years old. Destroy when 10 years old.

**DispAuthNo:** NC1-59-77-3, item 1b

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**A041202a Board of the Foreign Service Subject Files - Agreements under E.O. 11636, correspondence studies, memorandums, etc.**

**Description:** a. Routine papers including copies of EEO circulars, Executive Orders, questionnaires, reference copies of routine correspondence, transmittal letters, agreements sent to BFS for information.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-77-3, item 2a

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**A041202b Board of the Foreign Service Subject Files - Agreements under E.O. 11636, correspondence studies, memorandums, etc.**

**Description:** b. All other files, including studies commissioned by BFS and current inter agency agreements.

**Disposition:** Retire to RSC when 3 years old. Destroy when 10 years old.

**DispAuthNo:** NC1-59-77-3, item 2b

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**A041203a Board of the Foreign Service Precept Files and Promotion Lists - Precepts for selection boards of foreign affairs agencies submitted for Board of the Foreign Service consideration**

**Description:** a. Records containing Board actions, including draft precepts and records of meetings at which precepts were discussed.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-77-3, item 3a

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**Chapter 04: Personnel Records**

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**A041203b Board of the Foreign Service Precept Files and Promotion Lists - Precepts for selection boards of foreign affairs agencies submitted for Board of the Foreign Service consideration**

**Description:** b. All other records, including published precepts and transmittal memos.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-77-3, item 3b

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**A041204 Board of the Foreign Service Meeting Files**

**Description:** Notices of meetings, documents considered, verbatim transcripts, minutes, related correspondence.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-77-3, item 4

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**A041205 Board of the Foreign Service Separation Case Files**

**Description:** Cases involving Foreign Service personnel whose separation for cause under Sec. 637 of the Foreign Service Act of 1946 was requested by the Director General of the Foreign Service. Includes Director General's letters of charge, employee's responses and other correspondence; transcripts of hearings; reports of hearing officers; recommendations to the Secretary by the Board.

**Disposition:** Retire to RSC when 3 years old. Destroy 10 years after date of last action on case.

**DispAuthNo:** NC1-59-77-3, item 5

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**A041206a Board of the Foreign Service Disputes Panel Administrative Files - Disputes Panel procedures, general correspondence, etc.**

**Description:** a. Routine papers including correspondence regarding times of meetings, complimentary letters to Board members, routine administrative matters.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-77-3, item 6a

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**A041206b Board of the Foreign Service Disputes Panel Administrative Files - Disputes Panel procedures, general correspondence, etc.**

**Description:** b. All other files, including dossiers on Board members, documentation procedures and procedural files.

**Disposition:** Retire to RSC when 3 years old. Destroy when 10 years old.

**DispAuthNo:** NC1-59-77-3, item 6b

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**Chapter 04: Personnel Records**

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**A041207 Board of the Foreign Service Disputes Panel Appeals Case Files**

**Description:** Cases involving appeals by employee organizations of foreign affairs agencies' management decisions on personnel policy or procedures when consultation did not result in agreement. includes charges, responses, complaints, reports by Disputes Panel, and related correspondence.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-77-3, item 7

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**A041208a Employee Management Relations Commission Subject Files - Material pertaining to administration, membership, rules and regulations, etc.**

**Description:** a. Routine papers including AFSA proceedings, letters of transmittal, AFGE publications, and newspaper clippings.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NCI-59-77-3, item 8a

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**A041208b Employee Management Relations Commission Subject Files - Material pertaining to administration, membership, rules and regulations, etc.**

**Description:** b. All other files including drafts of rules, regulations, and procedural guide.

**Disposition:** Retire to RSC when 3 years old. Destroy when 10 years old.

**DispAuthNo:** NC1-59-77-3, item 8b

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**A041209 Employee Management Relations Commission Case Files**

**Description:** Cases considered by the Employee Management Relations Commission with respect to eligibility of employee organizations for recognition; supervision of elections to determine exclusive employee representation; alleged unfair practices and violations of standards of conduct; obligation of management to consult. Includes charges, responses, briefs, decisions, and related correspondence and documentation.

**Disposition:** Permanent. Retire to RSC when 3 years old. Transfer to National Archives when 20 years old.

**DispAuthNo:** NC1-59-77-3, item 9

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**Chapter 04: Personnel Records**

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**Foreign Service Retirement****A041501a Foreign Service Retirement File**

**Description:** Consists of application for retirement (OF-126 replaces JF-32) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

a. Non-annuitants not entitled to an annuity by reason of resignation or termination.

**Disposition:** Destroy 5 years after separation.

**DispAuthNo:** NN-174-26, item 1a

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**A041501b Foreign Service Retirement File**

**Description:** Consists of application for retirement (OF-126 replaces JF-32) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

b. Non-annuitants who die without survivors.

**Disposition:** Destroy 5 years after death of employee.

**DispAuthNo:** NN-174-26, item 1b

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**A041501c Foreign Service Retirement File**

**Description:** Consists of application for retirement (OF-126 replaces JF-32) or its equivalent; staff study on voluntary or disability retirement; correspondence relating to contributions to Foreign Service Retirement System, prior service credit, total amount of Civil Service Retirement deductions, effective date of FSO appointments and acceptance thereof, etc.

c. Annuitants.

**Disposition:** Destroy 10 years after final payment.

**DispAuthNo:** NN-174-26, item 1c

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**A041502 Annuitant Card File**

**Description:**

**Disposition:** Destroy 10 years after final payment.

**DispAuthNo:** II-NN-3546, item 7

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**Chapter 04: Personnel Records**

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**A041503 Non-Annuitant Card File****Description:**

**Disposition:** Destroy 5 years after separation from service.

**DispAuthNo:** II-NN-3546, item 6

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**External Placement****A041601 Correspondence with Prospective Employers**

**Description:** Correspondence with colleges, universities, firms and organizations regarding job opportunities not related to individual applicants.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-173-148, item 1

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**A041602 Contact Lists**

**Description:** Copies of processed and printed lists, containing names, addresses and other information on prospective employers.

**Disposition:** Destroy when obsolete or superseded.

**DispAuthNo:** NR

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**A041603 Job Resumes for Applicants**

**Description:** Copies of resumes of applicant's education, experience and other qualifications, prepared for applicant to send to prospective employees.

**Disposition:** Destroy when obsolete or superseded.

**DispAuthNo:** NR

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**A041604 Applicant Case File**

**Description:** Correspondence with applicant, copies of job resumes and related papers.

**Disposition:** Destroy 3 years after case becomes inactive.

**DispAuthNo:** NN-173-148, item 2

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**Chapter 04: Personnel Records**

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**Presidential Appointments**

**A041701a Presidential Appointments Staff Policy and Precedent Files - Correspondence, studies, reports, etc., documenting policies, procedures, and precedents concerning the issuance and control of Presidential Appointments**

**Description:** a. Paper records.

**Disposition:** Permanent. Transfer to NARA after it has been ascertained that reproduced copies are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 1a

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**A041701b Presidential Appointments Staff Policy and Precedent Files - Correspondence, studies, reports, etc., documenting policies, procedures, and precedents concerning the issuance and control of Presidential Appointments**

**Description:** b. Microfilm copies.

**Disposition:** Destroy when no longer needed for reference.

**DispAuthNo:** NC1-59-77-19, item 1b

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**A041702 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A041703a Presidential Appointments Case File**

**Description:** Documentation on all aspects of the commissioning of career and non-career appointees, including arrangements and negotiations prior to commissioning, staff studies in connection with proposed nominations, and, where appropriate, agreement communications, Congressional correspondence, biographic data, press releases, and letter of resignation. The material in these files is maintained in separate country and Assistant Secretary files while active and is transferred to this file when commission is terminated or resignation is accepted.

a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 3a

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**Chapter 04: Personnel Records**

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**A041703b Presidential Appointments Case File**

**Description:** Documentation on all aspects of the commissioning of career and non-career appointees, including arrangements and negotiations prior to commissioning, staff studies in connection with proposed nominations, and, where appropriate, agreement communications, Congressional correspondence, biographic data, press releases, and letter of resignation. The material in these files is maintained in separate country and Assistant Secretary files while active and is transferred to this file when commission is terminated or resignation is accepted.

b. Microfilm copies: Silver original and positive vesicular microfilm copy.

**Disposition:** Permanent. Transfer to NARA on verification of microfilm.

**DispAuthNo:** NC1-59-77-19, item 3b

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**A041704a Presidential Appointments Organization and Conference Files**

**Description:** Correspondence, staff studies, and other documentation concerning Presidential appointments to organizations, commissions and conferences. Includes interdepartmental memoranda concerning proposed nominations, biographic data, requests for security clearance, correspondence with White House, renomination and Presidential approval, memoranda indicating date of Senate confirmation and Presidential attestation, and, where Senate confirmation is not required, a copy of letter of designation from the President.

a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-13, item 2a

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**A041704b Presidential Appointments Organization and Conference Files**

**Description:** Correspondence, staff studies, and other documentation concerning Presidential appointments to organizations, commissions and conferences. Includes interdepartmental memoranda concerning proposed nominations, biographic data, requests for security clearance, correspondence with White House, renomination and Presidential approval, memoranda indicating date of Senate confirmation and Presidential attestation, and, where Senate confirmation is not required, a copy of letter of designation from the President.

b. Microfilm copies.

**Disposition:** Destroy 25 years after commission is terminated or resignation is accepted.

**DispAuthNo:** NCI-59-77-13, item 2b

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**Chapter 04: Personnel Records**

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**A041705 Presidential Appointments Organization/Working File**

**Description:** This file is essentially a working and information file duplicating the material contained in the Presidential Appointments Organization and Conference File (See Item 041704).

**Disposition:** Destroy 2 years after termination of appointment.

**DispAuthNo:** NC1-59-77-12

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**A041706a Presidential Appointments - Credentials File**

**Description:** Consists of copies of all documentation concerned with presentation of credentials, including telegrams to and from posts concerning appointment, letters from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall.

a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-13, item 3a

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**A041706b Presidential Appointments - Credentials File**

**Description:** Consists of copies of all documentation concerned with presentation of credentials, including telegrams to and from posts concerning appointment, letters from Secretary of State to Ambassador concerning presentation of credentials and attendant administrative matters, copies of letters of credence and recall.

b. Microfilm copies.

**Disposition:** Destroy 10 years after termination of appointment.

**DispAuthNo:** NC1-59-77-13, item 3b

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**A041707a Resignation Letters and Letters of Acceptance**

**Description:** Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at the White House or appropriate Presidential Library.

a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-13, item 4a

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**Chapter 04: Personnel Records**

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**A041707b Resignation Letters and Letters of Acceptance**

**Description:** Copies of letters of resignation of Presidential Appointments and related acceptance letters. The original letter of resignation and record copy of Presidential acceptance is on file at the White House or appropriate Presidential Library.

b. Microfilm copies.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1-59-77-13, item 4b

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**A041708a Presidential Nominations - Copies of Presidential nominations of individuals for public office**

**Description:** a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-13, item 4a

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**A041708b Presidential Nominations - Copies of Presidential nominations of individuals for public office**

**Description:** b. Microfilm copies.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1-59-77-13, item 4b

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**A041709a Presidential Authorization Lists - Lists covering appointments and promotions of Foreign Service Officers, diplomatic and/or consular titles for Reserve and Staff Officers, and assignments of officers of the Foreign Service to specified posts**

**Description:** a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 3a

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**Chapter 04: Personnel Records**

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**A041709b Presidential Authorization Lists - Lists covering appointments and promotions of Foreign Service Officers, diplomatic and/or consular titles for Reserve and Staff Officers, and assignments of officers of the Foreign Service to specified posts**

**Description:** b. Microfilm copies: Silver original and positive vesicular microfilm copy.

**Disposition:** Permanent. Transfer to NARA on verification of microfilm.

**DispAuthNo:** NC1-59-77-19, item 3b

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**A041710a Oaths of Office**

**Description:** a. Paper records.

**Disposition:** Permanent. Transfer to NARA after it has been ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 4a

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**A041710b Oaths of Office**

**Description:** b. Microfilm copies: Silver original and positive vesicular microfilm copy.

**Disposition:** Permanent. Offer to NARA on verification of microfilm.

**DispAuthNo:** NC1-59-77-19, item 4b

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**A041711a Senate Resolutions on Presidential Appointments**

**Description:** a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 5a

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**A041711b Senate Resolutions on Presidential Appointments**

**Description:** b. Microfilm copies: Silver original and positive vesicular microfilm copy.

**Disposition:** Permanent. Transfer to NARA on verification of microfilm.

**DispAuthNo:** NC1-59-77-19, item 5b

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**Chapter 04: Personnel Records**

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**A041712a Miscellaneous Presidential Appointment Commissions**

**Description:** Copies of commissions of heads of independent Government agencies, Cabinet officers, Presidential appointees in the Department of State, Executive Office of the President, Honorary Commissions, and other Government offices.

a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 6a

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**A041712b Miscellaneous Presidential Appointment Commissions**

**Description:** Copies of commissions of heads of independent Government agencies, Cabinet officers, Presidential appointees in the Department of State, Executive Office of the President, Honorary Commissions, and other Government offices.

b. Microfilm copies: Silver original and positive vesicular microfilm copy.

**Disposition:** Permanent. Transfer to NARA on verification of microfilm.

**DispAuthNo:** NC1-59-77-19, item 6b

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**A041713a Summary Record on Appointments - Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions**

**Description:** a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 7a

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**A041713b Summary Record on Appointments - Summary records containing information on laws establishing the Commissions and Presidential appointments to the Commissions**

**Description:** b. Microfilm copies: Silver original and positive vesicular microfilm copy.

**Disposition:** Permanent. Transfer to NARA on verification of microfilm.

**DispAuthNo:** NC1-59-77-19, item 7b

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**Chapter 04: Personnel Records**

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**A041714 Card Record on Appointments**

**Description:** Card records arranged in various series by name, post, organization, etc., containing summary information on appointments.

**Disposition:** Retain in PER.

**DispAuthNo:** NN-59-77-19, item 13

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**A041715a Foreign Service Appointments**

**Description:** Copies of all documentation concerned with the appointment of officers in the Foreign Service, with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memorandums, staff studies, memorandums from the President, and Senatorial letters.

a. Paper records.

**Disposition:** Destroy after it has been ascertained that reproduced copies have been made in accordance with GSA and NARA regulations and are adequate substitutes for the paper records.

**DispAuthNo:** NC1-59-77-19, item 8a

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**A041715b Foreign Service Appointments**

**Description:** Copies of all documentation concerned with the appointment of officers in the Foreign Service, with their promotion from one class to another, and with the appointment of Reserve and Staff Officers as diplomatic and/or consular officers. Includes interdepartmental memorandums, staff studies, memorandums from the President, and Senatorial letters.

b. Microfilm copies: Silver original and positive vesicular microfilm copy.

**Disposition:** Permanent. Transfer to NARA on verification of microfilm.

**DispAuthNo:** NCI-59-77-19, item 8b

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**Chapter 04: Personnel Records**

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**Title and Rank****A041801 Title and Rank Policy Files**

**Description:** Correspondence, reports, forms and other documentation dealing with general and specific country policies, procedures, precedents, agreements, etc., concerning diplomatic and consular titles for Foreign Service and other Federal agency personnel.

**Disposition:** Retire inactive files to Policy and Planning Division for permanent retention.

**DispAuthNo:** RRP-NN-464-6, item 3a

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**A041802a Title and Rank Case Files - Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts**

**Description:** a. State Department personnel.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** NN-173-176, item 3a

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**A041802b Title and Rank Case Files - Correspondence, working papers and other documentation concerning the approval of titles for specific positions at Foreign Service posts**

**Description:** b. Other Federal agency personnel.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-173-176, item 3b

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**Chapter 04: Personnel Records**

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**Equal Employment Opportunity Records****A041901 Official Discrimination Complaint Case Files**

**Description:** Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.

**Disposition:** Destroy 4 years after resolution of case.

**DispAuthNo:** GRS 1, item 25a

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**A041902 Copies of Complaint Case Files**

**Description:** Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.

**Disposition:** Destroy 1 year after resolution of case.

**DispAuthNo:** GRS 1, item 25b

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**A041903 Background Files**

**Description:** Background records not filed in the Official Discrimination Complaint Case Files.

**Disposition:** Destroy 2 years after final resolution of case.

**DispAuthNo:** GRS 1, item 25c

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**A041904a Compliance Records.**

**Description:** a. Compliance Review Files. Reviews, background papers and correspondence relating to contractor employment practices.

**Disposition:** Destroy when 7 years old.

**DispAuthNo:** GRS 1, item 25d(1)

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**A041904b Compliance Records**

**Description:** b. EEO Compliance Reports. Reviews, background papers and correspondence relating to contractor employment practices.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** GRS 1, item 25d(2)

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**Chapter 04: Personnel Records**

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**A041905 Employee Housing Requests**

**Description:** Forms requesting agency assistance in housing matters, such as rental or purchase.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** GRS 1, item 25e

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**A041906 Employment Statistics Files**

**Description:** Employment statistics relating to race and sex.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** GRS 1, item 25f

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**A041907 EEO General Files**

**Description:** General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.

**Disposition:** Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.

**DispAuthNo:** GRS 1, 25g

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**A041908a EEO Affirmative Action Plans (AAP)**

**Description:** a Agency copy of consolidated AAP(s).

**Disposition:** Destroy 5 years from date of plan.

**DispAuthNo:** GRS 1, item 25h(1)

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**A041908b EEO Affirmative Action Plans (AAP)**

**Description:** b. Agency feeder plan to consolidate AAP(s).

**Disposition:** Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

**DispAuthNo:** GRS 1, item 25h(2)

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